

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
June 17, 2005

The regular meeting of the State Board for Community and Junior Colleges was held on Friday, June 17, 2005, at 9:00 a.m., in Room 507 of the Education and Research Center in Jackson, Mississippi.

Members present: Mr. Napoleon Moore, Dr. Dorothy Nelson, Ms. Patricia Randall, Mr. George Walker, Mr. Lawrence Warren and Ms. Veldore Young.

Members not present: Major General Denver Brackeen, Mr. Chip Crane, Mr. Jimmy Murphy and Mrs. Brenda Yonge.

Staff in attendance: Dr. Wayne Stonecypher, Mr. John Adcock, Dr. Randall Bradberry, Mrs. Tina Bradley, Dr. Larry Day, Mrs. Deborah Gilbert, Ms. Pamela Harrion, Mrs. Audra Kimble, Mr. Ray Smith and Mrs. Denise Walley.

Guests in attendance: Dr. Howell Garner – Copiah-Lincoln Community College; Dr. Vivian Presley – Coahoma Community College; Mr. Johnnie Taylor – Pearl River Community College; Mr. Chuck Rubisoff – Attorney General's Office; and Dr. Bill Smith – IHL.

CALL TO ORDER

Mr. George Walker called the meeting to order at 9:00 a.m.

PRELIMINARIES

Mr. Napoleon Moore gave the invocation.

Approval of the Minutes of the May 20, 2005, Meeting

Upon a motion by Mr. Lawrence Warren and a second by Mr. Napoleon Moore, the Board **voted unanimously** to approve the minutes of the May 20, 2005, meeting.

Review and Approval of Agenda

Upon a motion by Mr. Lawrence Warren and a second by Dr. Dorothy Nelson, the Board **voted unanimously** to approve the agenda as presented.

REPORTS/ACTION

Executive Director's Report

Dr. Stonecypher began by stating that the Mississippi Department of Corrections (MDOC) recently contacted him to initiate discussions regarding the SBCJC overseeing career/technical education at the three (3) state prisons, rather than it being managed by the Mississippi Department of Education (MDE). Dr. Stonecypher plans to begin discussions in late July or early August on how this could be done. This would be another item of consideration in the contract that the SBCJC will negotiate with the MDE in October 2005.

SBCJC Minutes: June 17, 2005

Dr. Stonecypher stated that during the Thursday evening committee meeting he gave a brief description of a proposal from Dr. Joe Haynes (Executive Director of Jobs for Mississippi Graduates) regarding dropout prevention. Those present at the committee meeting recommended that Dr. Haynes be invited to attend the July 15, 2005 meeting to give further details to the full Board.

As discussed in previous meetings, there will be approximately \$23,000,000 available in Workforce Funding for FY 2006. There are expected increases in spending on several ventures, such as Northrop Grumman, Associated Building Contractors, Road Pavers Association (who will be working with the Construction Foundation Association), etc. There will be some long-term commitments that the SBCJC may want to look into for the upcoming year, for instance training nurses and advanced skills.

Dr. Stonecypher expressed his appreciation to Dr. Day, Dr. Bradberry, Mr. Ray Smith and others for their work related to the electronic transfer of transcripts between the three (3) educational entities (K-12, community colleges and universities). It is believed that the process would be more cost efficient and more secure than the current process. Progress is being made and updates will be given in the near future.

Due to Dr. Henry Johnson leaving MDE at the end of July 2005, a search is being conducted for his replacement. Dr. Johnson will be heading the "No Child Left Behind" program in Washington, D.C.

MACJC Report

Dr. Vivian Presley reported that the MACJC last met on June 8, 2005, at the Pearl River Resort during the Legislative Workshop. One of the items discussed during their last meeting was a Health Department Grant, an effort being led by Dr. Garner. Dr. Garner was asked to give details, stated that the State Board of Health of Mississippi has given the community colleges a \$250,000 grant for upgrading outdated video conferencing equipment. When looking at upgrading the equipment, it was estimated that approximately \$1,300,000 would be needed to upgrade the Community College Network (CCN); it was decided that the upgrade would be put on hold due to lack of funds and possibly seeking federal funds to help with the expenses. The Association has also applied for federal funds in the amount of \$250,000 through Senator Thad Cochran's office. The State Board of Health requested that they have access to the community college sites for teleconferencing in emergency situations; as the money they will be supplying is from funds appropriated for homeland security. The MACJC will assess each college up to \$17,000 to offset the difference needed to complete the upgrade.

Dr. Stonecypher mentioned that Dr. Garner is also working on putting together a program that offers a degree in emergency management through the community colleges. Dr. Garner stated that the Association met several months ago with emergency management leaders throughout the state and the State Board of Health regarding their using the community colleges as a vehicle to get training for their people. A curriculum was developed for students to obtain the management part of the degree through the colleges.

Dr. Presley stated that the Association recognized Dr. David Haraway by presenting plaques from the Association and the State Board for Community and Junior Colleges and congratulating him on his upcoming retirement. Also retiring is Dr. Horace Holmes; arrangements are being made in his honor for a small luncheon on June 28, 2005 at Southwest Mississippi Community College.

Career and Technical Education Report

Mr. John Adcock began by stating that the SBCJC is completing its first year working with MDE on Postsecondary Career / Technical Education. There are still some postsecondary areas that the career/technical deans at the community colleges have to work with MDE on, such as tech prep activities, special personnel and Perkins funds still flow through that agency. Some of the areas that have been accomplished include the Postsecondary Licensure Manual, updating the Postsecondary Equipment Manual, reworking the Practical Nursing Accreditation Standards and the Practical Nursing Self Study Process; in addition to completing the first LPN accreditation review at Mississippi Delta Community College. Committees have been formed and are working on data collection/assessment and reporting; high cost programs; uniform course numbering and national/state certification. A review of OCR Methods of Administration for the U.S. Department of Education, Office of Civil Rights, has been completed at two of the colleges: Meridian Community College and Mississippi Delta Community College. The Career and Technical Articulation agreement has been completed and is currently out on Administrative Procedures for review and is expected to be presented to the Board for final approval at next month's meeting. Finally, the Career and Technical funding study has been completed and Dr. Garner, who serves as chair of that committee, was asked to give a report.

Dr. Garner provided a copy of the **Career and Technical Funding Formula** recommendation report, attached as "Exhibit I". He commended the committee members, listed in "Appendix A" of this report, stating they worked well together and provided excellent input throughout the study. There were five (5) groups in particular that were surveyed for their views on the funding formula: Community College Presidents, Chief Academic Officers, Business Managers, Deans/Directors for Career and Technical Education and Workforce Center Directors. A subcommittee was formed to explore high cost programs, to determine which programs would be put in this category and how much these programs cost versus regular programs. Through the survey, the committee found that the colleges are interested in having performance based consideration added to the formula. As Career / Technical education moves toward having more programs on a National Skill Standards level, it will be easier to identify high performance programs. Another issue discussed is the hold harmless clause that will be phased into the formula. Through research, it was discovered that the majority of institutions across the nation award funding based on full-time enrollment (FTE). Recommendations of the committee were explained as shown in "Exhibit I".

Upon a motion by Ms. Veldore Young and a second by Dr. Dorothy Nelson, the Board **voted unanimously** to submit the proposed recommendations for the Administrative Procedures review process.

Mr. Adcock recommended approval of the following program request, shown as "Exhibit A":

Upon a motion by Dr. Dorothy Nelson and a second by Mr. Lawrence Warren, the Board **unanimously approved** the request from **East Mississippi Community College for EMT - Paramedic** at Golden Triangle in Maybew, MS.

Report from Mr. Johnnie Taylor – Telecommunications Manager, Pearl River Community College

Mr. Johnnie Taylor, Telecommunications Manager at Pearl River Community College (PRCC), stated that part of his job related to being a member of the Technology Contacts group, described as being a state level forum tasked with the responsibility to promote and advocate common-core, technological, hardware, software, procedures and methodologies to enhance

the instructional services provided by Mississippi's community and junior colleges. He explained his responsibilities as both a member of the Technology Contact group and as an employee of PRCC, in relation to Local Area Network (LAN), Wide Area Network (WAN), Telephones, Security Systems, Security of the network, budgets, etc. He also explained reasons why it is important for monthly meetings, such as exchanging information regarding the newest technologies, best practices and work related experiences; as well as, obtaining solutions from other experienced colleagues and funneling technology information from vendors or other colleges.

Mr. Taylor stated that in the last 10 years, the Technology Contact group defined a plan to provide technology to each community college on individual needs and requirements, established a Technology Co-op providing influence and purchasing power not achieved by individual colleges, established a forum for vendors to present and demonstrate products that would not be provided to individual customers, and development of a transition plan for outdated systems and software. An outline of other points made by Mr. Taylor is attached as "Exhibit J".

Dr. Larry Day presented a resolution of commendation to Mr. Taylor, recognizing his work, leadership and contributions to the Mississippi public community and junior college system. A copy of the resolution is attached as "Exhibit K".

Workforce Report

Mr. Walker began by speaking on the impact that the Workforce Investment Board (WIB) has on the community colleges. He and Dr. Stonecypher both serve on the WIB, which administers the federal funds that come to the state for workforce training. The next scheduled meeting is September 9, 2005. Mr. Walker stated that the SBCJC staff has put forth guidelines that are to be followed to disburse the approximate \$20,000,000 that was recently appropriated for workforce training to aid economic development in Mississippi.

Mr. Walker commended Dr. Presley on the productiveness of the MACJC Legislative Workshop that was recently conducted. During the workshop Mr. Walker stated to the Association his feelings regarding the need to include employers as part of the LBO presentation and to help educate the media throughout the state as they petition for adequate support.

Although Mr. Walker will not be able to attend the July 2005 meeting, he suggested that Dr. Joe Haynes meet with the Board to discuss his request for support in the amount of \$250,000 from workforce funds for the Drop-Out Prevention Program associated with the Jobs for Mississippi Graduates. It was decided that Dr. Haynes would be asked to attend the July meeting to offer additional information; however, the Board will not render a decision until August as to whether or not they will obligate funds to this cause.

Mr. Dexter Holloway was then called on to give an update on **current workforce activities**, shown as "Exhibit B". Mr. Holloway reported on a perspective partnership with the Mississippi Baking Company (located in Pelahatchie, MS), which serves 1200 McDonald's restaurants from Arkansas to Alabama.

Partnerships with the MDE and the Department of Corrections are continuing to strengthen. The Mississippi Development Authority (MDA) continues to contact our office for various prospects.

Recently, the career center directors met for a leadership institute, which was a joint meeting with the career/technical deans and community college staff for training. Training is also being given at four (4) community college locations on closeout procedures.

The workforce division is currently working on a marketing effort this year to make all aware of workforce education and how it is used. All colleges have been monitored for FY2004 and efforts are being made to compile information for the annual Legislative Accountability Report (LAR).

Dr. Day reported that the **2005 Workforce Project Policies** were submitted for review under the Administrative Procedures Process without substantial changes being presented; therefore he requested that final approval be given. Upon a motion by Mr. Lawrence Warren and a second by Mr. Napoleon Moore, the board **voted unanimously** to approve the *2005 Workforce Project Policies*, as shown in "Exhibit D".

Accountability and Technology Report

Dr. Larry Day began by stating that the **EdNet Board** last met on June 16, 2005. The EdNet Board received an update on the sale of the equipment that they previously received from the WorldCom settlement. Currently, they have sold equipment in the approximate amount of \$23,500, leaving approximately \$250,000 in equipment remaining. Funds received are being put toward diminishing the deficit that the EdNet Board has acquired. They received a report from the auditor, receiving a qualified opinion based on the equipment that was mentioned several months ago. In closing, Dr. Day updated the Board on negotiations with the Clearwire proposal to lease the excess ITFS channels.

Program Report

Mrs. Audra Kimble was asked to review the **Mississippi Virtual Community College Policies and Procedures**, shown as "Exhibit C". She explained that it has been out for review under the Administrative Procedures process with one (1) editorial comment being made. Upon a motion by Ms. Patricia Randall and a second by Mr. Lawrence Warren, the Board **unanimously approved** the *Mississippi Virtual Community College Policies and Procedures*, as presented.

Ms. Pamela Harrion presented a list of **community college retirees (Jan – June 2005)**, shown as "Exhibit E". She reviewed the list that contained 126 retirees.

Dr. Bradberry stated that the **Commission on Proprietary Schools and College Registration (CPSCR)** last met on June 16, 2005, at the offices of State Board for Community and Junior Colleges. The Commission approved six (6) new schools: ATC Truck Driving (Natchez); Begin Nurse, Inc. (Conehatta, MS); and Virginia College (Jackson and Biloxi), Virginia College – Tech (Birmingham, AL), and Culinary Institute of Virginia College (Birmingham, AL), which are now under new ownership – therefore, required to file for initial registration. Routine application renewals for five (5) schools were granted, along with three (3) new programs at three (3) institutions. Also, 109 new instructors were approved at various locations. Exemptions were granted for Houston (MS) Vocational Center and Gulfport Job Corp. Fees collected for May/June were in the amount of \$25,101.14; year-to-date collection for CPSCR is \$71,031.05. Presently, there are 37 schools registered with 23 being in-state and 14 out-of-state.

As mentioned at the last meeting, terms of two (2) **Commission on Proprietary Schools and College Registration (CPSCR)** members are expiring at the end of this month. Dr. Bradberry recommended that Mr. Stan Sullivan and Dr. Barry Mellinger be reappointed to the commission, see "Exhibit F". Upon a motion by Dr. Dorothy Nelson and a second by Mr. Napoleon Moore, the Board **voted unanimously** to reappoint Mr. Stan Sullivan and Dr. Barry Mellinger as members of the Commission on Proprietary Schools and College Registration.

SBCJC Minutes: June 17, 2005

Dr. Bradberry provided copies of various newspaper articles, as follows: "College president wants to ride, chat with Leno"; Community College Times; and "Credit Transfer Woes Persist for Students" by Justin Pope, Associated Press Education Writer. Copies of these articles are shown as "Exhibit G".

Dr. Bradberry stated that "Momentum Mississippi" will be a top priority during the upcoming **special called legislative session**, beginning June 28, 2005.

The MACJC Legislative Workshop was held in Philadelphia on June 5-8, 2005. Motions that were approved by the Association are shown in "Exhibit H". Dr. Bradberry gave an overview of the motions and asked for support of the recommendations. Upon a motion by Ms. Patricia Randall and a second by Ms. Veldore Young, the Board **voted unanimously** to approve the recommendations that were adopted during the MACJC Legislative Workshop, as shown in "Exhibit H".

Finance Report

Mrs. Deborah Gilbert presented the items on the Finance Agenda as follows:

Upon a motion by Mr. Lawrence Warren and a second by Ms. Veldore Young, the Board **unanimously approved** the Education Enhancement Fund Disbursement for May 31, 2005, from Fund 4080 in the amount of \$2,776,714.19 and from Fund 4110 in the amount of \$64,941.62, for a combined total of \$2,841,655.81, shown as "Finance Attachment 1".

Mrs. Gilbert presented Financial Statements from Fund 2291 and Special Funds as of May 31, 2005, shown as "Finance Attachment 2a and 2b". The statements are informational and do not require Board action.

Mrs. Gilbert provided the report summary of SB 2050, showing that the General Fund decreased by \$1,800,000; Budget Contingency is decreased by \$1,500,000; and the Education Enhancement Fund increased by \$4,700,000. The overall amount for 2006 for the Support Budget is \$157,777,580, which is a gain of \$1,464,268. See the Support Budget, shown as "Finance Attachment 3a". Also, "Finance Attachment 3b" shows the funding formula with the hold harmless provision that is used to disburse the support budget. This document has not been finalized at this time.

Mrs. Gilbert explained "Finance Attachment 3c", which is the Administration Budget (SB 2049) for FY 2006. General Funds overall decreased by \$170,226, but were offset with Budget Contingency funding.

A detailed description of the SBCJC Support Budget for FY 2006 is shown in "Finance Attachment 4". Mrs. Gilbert explained the attachment and recommended Board approval. Upon a motion by Mr. Lawrence Warren and a second by Ms. Veldore Young, the Board **unanimously approved** the proposed Support Budget for the SBCJC Administration for FY2006, as shown in "Finance Attachment 4".

The Department of Finance and Administration requires that the forms shown as "Finance Attachment 5a and 5b" be filed to set up the budget for the next fiscal year. Mrs. Gilbert explained the Z-1 for Support and Administration. Upon a motion by Ms. Veldore Young and a second by Mr. Lawrence Warren, the Board **unanimously approved** the proposed DFA Form Z-1, as presented.

Mrs. Gilbert provided the *Guidelines for Administration of Associate Degree Nursing (ADN) Support*, shown as "Finance Attachment 6". Also provided is the *Mississippi Public Community and Junior Colleges Guidelines for Disbursement of Education Technology Funds*, shown as "Finance Attachment 7a", with calculations shown as "Finance Attachment 7b". Upon a motion by Mr. Lawrence Warren and a second by Dr. Dorothy Nelson, the Board **unanimously approved** the *Guidelines for Administration of Associate Degree Nursing (ADN) Support for FY2006* and the *Mississippi Public Community and Junior Colleges Guidelines for Disbursement of Education Technology Funds for FY2006*.

Upon a motion by Mr. Lawrence Warren and a second by Ms. Veldore Young, the Board **unanimously approved** the *Guide for the Disbursement of Advanced Training Center Funds for FY2006*, shown as "Finance Attachment 8".

Upon a motion by Ms. Patricia Randall and a second by Mr. Napoleon Moore, the board **unanimously approved** the FY2006 Schedule of Support Disbursement, shown as "Finance Attachment 9".

Upon a motion by Ms. Veldore Young and a second by Mr. Napoleon Moore, the Board **unanimously approved** General Fund Disbursements for Funds 2298 for July 2005 - FY 2006, in the amount of \$26,663,968, as shown in "Finance Attachment 10".

Upon a motion by Ms. Veldore Young and a second by Ms. Patricia Randall, the Board **unanimously approved** the proposed FY2007 Budget Requests for Support and Administration, as presented in "Finance Attachment 11a & 11b".

Travel Authorizations

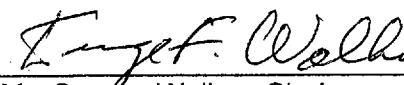
Mr. Walker asked if there were requests for travel reimbursement for events other than regularly scheduled Board meetings. None were reported.

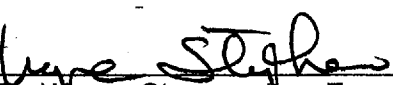
Other Business

Mr. Walker reminded the Board of the action taken in executive session at the last meeting regarding Dr. Stonecypher's evaluation and unanimous consent to implement a four percent (4%) salary increase to be effective on July 1, 2005. However, language in the appropriation budget that passed prohibits any raises, job classifications/realignments, etc., during July 1, 2005 – June 30, 2006.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:35 a.m.


Mr. George Walker, Chairman


Dr. Wayne Stonecypher, Executive Director

Exhibits and Finance Attachments

New Program Requests -----	A
Workforce Project Report -----	B
MS Virtual Community College Policies -Final Approval-----	C
Workforce Policies – Final Approval-----	D
Retirement Certificates for January – June 2005 -----	E
Members of the CPSCR and Dates of Expiration-----	F
Newspaper Articles -----	G
Legislative Workshop Recommendations Approved by the MACJC-----	H
Career/Technical Education Funding Formula Study Recommendations -----	I
Technology Contacts Outline by Mr. Johnnie Taylor-----	J
Resolution of Commendation as presented to Mr. Johnnie Taylor-----	K
Education Enhancement Fund as of May 31, 2005 -----	Finance Attachment 1
Financial Statements – Funds 2291 and Special Funds as of May 31, 2005-----	Finance Attachment 2a & 2b
Appropriation Results for FY 2006 - Support-----	Finance Attachment 3a & 3b
Appropriation Results for FY 2006 – Administration -----	Finance Attachment 3c
FY2006 Administrative Budget -----	Finance Attachment 4
Z-1 Budget Approval for 2006 - Support -----	Finance Attachment 5a
Z-1 Budget Approval for 2006 – Administration -----	Finance Attachment 5b
Guidelines for Administration of Associate Degree Nursing Support – FY 2006 -----	Finance Attachment 6
Guidelines for the Disbursement of Education Technology Funds for FY 2006 -----	Finance Attachment 7a & 7b
Guide for the Disbursement of Advanced Training Center Funds for FY 2006 -----	Finance Attachment 8
Schedule of Disbursements – FY 2006-----	Finance Attachment 9
General Fund Disbursements – Fund 2298 for July 2005 – FY 2006 -----	Finance Attachment 10a & 10b
Approval of FY 2007 Budget Requests – Support-----	Finance Attachment 11a
Approval of FY 2007 Budget Requests – Administration -----	Finance Attachment 11b